

STRUCTURAL FAILURE

This policy is for use by OFM staff only. The Office of Facilities Management (OFM) and Clinical Center Maintenance Unit (CCMU) handle most minor structural failures (examples: wet ceiling tile falls down, door falls off, plaster falls off wall). The **NIH Fire Department 116** should respond any time eminent danger exists or there is a report of a major structural failure (examples: entire ceiling collapses, personal injury caused by failure, further damage could result if immediate reaction is not taken)

PROCEDURE: NON EMERGENCY

- All calls to report any type of structural failure should be referred to CCMU, 301-496-5862.
- Call Housekeeping, 301-496-2417, to report the call you received to help with clean up damage.

PROCEDURE: EMERGENCY

- If someone calls to report a major structural failure, write down the location and type of emergency, advise the caller to leave the area and **dial 116** to report the emergency to the Fire Department.
- Call the Fire Department on 301-496-2372 to report the call you received.
- Call the CCMU, 301-496-5862, and request to talk to a supervisor to report the call you received.
- If a CCMU supervisor is not in the office, ask which one of the supervisors listed below is on duty and page them. All pagers are voice.
(Dial 104 after beep enter pager # after double beep begin talking)
Frank Kelly 104-0783
Harry Cepura 104-0500
Calvin Grant 104-7417
Bill Burt 104-0287
- Call Housekeeping, 301-496-2417, and request to talk to a supervisor to report the call you received.
- Page Chief and Deputy Chief, OFM.
- If no response, overhead page Chief and Deputy Chief, OFM, 301-496-1211.
- Inform the Clinical Center Safety Officer of the situation, 301-496-5281
- Make sure sufficient staff are in the office to cover the phones and help until emergency has ended.

PROCEDURE IF CALLED BY FIRE DEPARTMENT

- Record the type of emergency and location.
- Page Chief and Deputy Chief, OFM.
- If no response, overhead page Chief and Deputy Chief, OFM.
- Inform the Clinical Center Safety Officer of the situation, 301-496-5281.
- Make sure sufficient staff is in the office to cover the phones and help until emergency has ended.

DOCUMENT RECORD OF EMERGENCY RESPONSE

All cases that involve an emergency should be recorded. Entries should include the time, the person who reported the emergency and necessary actions that were taken to resolve the problem.

Concurrence:

Chief, Office of Facility Management, Clinical Center, Office of the Director